

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV15423054

DATE POSTED: 03/11/22

POSITION NO: 244923

CLOSING DATE: Open Until Filled

POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: Fiscal Recovery Fund Office / Window Rock, AZ

WORK DAYS: MON - FRI REGULAR FULL TIME: ☒ GRADE/STEP: BQ63A

WORK HOURS: 40 hrs/week PART TIME: ☐ NO. OF HRS./WK.:                      \$ 41,488.56 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION :                      \$ 19.87 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐                     

**DUTIES AND RESPONSIBILITIES:**

Assists with the bi-monthly, monthly, quarterly and annual comprehensive budget summary reports; completes quality control review of draft reports; assists with the preparation of the federal quarterly report; assists Principal Accountant with monitoring expenses and contracts; ensures all rules and regulations of funding is followed. Upon preparation of financial reports; assist with conducting analysis of expenditures; identifies projects that have made no progress and may become subject of fund reversion. Conducts monthly, quarterly and yearly reconciliation of approved ARPA/FRF administrative support budget for personnel costs; generates a personnel savings report to guide towards transfer of funds to ensure timely expenditure of funding. Conducts monthly, quarterly and yearly analysis of ARPA/FRF administrative support operating cost expenditures; provides recommendations for developing corrective action plans to ensure timely expenditure of operating cost budgets. Attend training to maintain technical expertise in ARPA/FRF funding requirements, reporting requirements, eligibility determination, etc. Attend ARPA/FRF meetings to become more familiar with the application of budgets; other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of public relations/customer service principles, practices and techniques. Knowledge of computerized accounting systems and applications; including general software applications. Knowledge of accounting principles, practices and procedures. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in communicating technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**